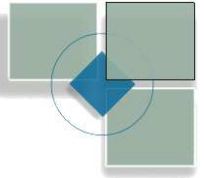




## DeKalb County Department of Planning & Sustainability

Lee May  
Interim Chief Executive Officer



### **DEVELOPMENT SERVICES FINAL PLAT REVIEW LIST**

**PROJECT:** \_\_\_\_\_

**AP:** \_\_\_\_\_ **DCR:** \_\_\_\_\_

**REVIEWED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

The following items checked ( X ) need to be shown or addressed on the Final Plat.

- ( ) Subdivision name must be approved by G.I.S. Dept. or is (are) incorrect. Contact them at (404) 371-2257.
- ( ) Street name(s) must be approved by G.I.S. Dept. or is (are) incorrect. Contact them at (404) 371-2257.
- ( ) Contact G.I.S Dept. for street addresses information at (404) 371-2257.
- ( ) Add/Revise street names/addresses.
- ( ) Show North Arrow on vicinity/location map, and Lot survey.
- ( ) Show Graphic Scale.
- ( ) Show Centerline Curve Data, and centerline Line Data.
- ( ) Show Right-of-Way width on all streets.
- ( ) Show/Clarify location map. Show specific location for this Unit/Phase. Show and label streets to this location.
- ( ) Show/Correct district/land lot.
- ( ) Show/Label P.O.B. (point of beginning) with distance/bearing to P.O.C.
- ( ) Show survey wording. (closure precision, angular error, instrument used, etc.)
- ( ) Show Right-of-Way from centerline for all roads.

- ( ) Show pavement width on all streets. Specify BC-BC, FC-FC, or E/P-E/P.
- ( ) Dimension road widening & label and dimension length of accel/decel lane and taper.
- ( ) State in a note whether or not provisions have been made for street lighting.
- ( ) State in a note that sidewalks are required. Show/State location. Label handicap ramps.
- ( ) Show S/D Sign easement at the entrance, if applicable.
- ( ) Show cul-de-sac details, including eyebrow cul-de-sac. Provide delta angles with property lines extended to center point. Provide chord distance and bearing.
- ( ) Show lot areas in square feet for all lots. (22,000 s.f. septic tank lots; 70% min. lot required out of I.R.F.)
- ( ) Show in a chart, lot width at R/W and also at front setback line for cul-de-sac lots
- ( ) Verify zoning requirements per attached form.
- ( ) Lot width does not meet zoning code.
- ( ) Show 20% open space. Show/State location. Show overall open space provided for all previous units. Only 50% of open space required can be located within a flood plain.
- ( ) Show zoning district. List building setbacks and all zoning criteria, including width at the cul-de-sac lots.
- ( ) Show zoning conditions separate from notes and covenants, if any. Show the zoning case number (CZ) on the plat.
- ( ) Show adjacent property owners (N/F and/or S/D).
- ( ) Show lot lines and lot numbers for adjacent S/D.
- ( ) Show zoning districts for adjacent properties.
- ( ) Show Min. F.F.E. three (3) feet above Flood Elevation for lots in Floodplain.
- ( ) Show I.R.F. reference (Comm. Panel # & date of most recent map revision), I.R.F. Elevation, location and description of I.R.F. Benchmark. F.E.M.A. has revised the flood maps effective May 7, 2001. Use this reference for I.R.F. information. Show FIRM map on the plat.

- ( ) Show square footage out of flood plain for all applicable lots.
- ( ) Show and label 5' D.E. along the I.R.F. limit.
- ( ) Storm drain location do not match approved construction plans.
- ( ) Provide As-Built Storm Drain Plans and Profiles per Land Development Ordinance Section 14-35 (e) (5). Two (2) sets are required to be submitted separate from the water & sewer As-Built.
- ( ) Show storm drain pipe size, pipe type, pipe slope in %age, and length.
- ( ) Show drainage structure invert for all structures.
- ( ) Label all drainage structure as to type. (SWCB, DWCB, JB, DI, HW, OCS).
- ( ) For private developments, state in a note who is responsible for maintaining storm drain system and private streets.
- ( ) Show/Label all drainage easements for pipes. Required D.E. Widths:  
18", 24", 30" = 15' DE; 36", 42", 48" = 20' DE; >48" = 25' DE.
- ( ) Show 20' D.E. centered on all swales, ditches and streams.
- ( ) For Detention Facilities: Show 100 Year H.W. Elev. and Volume. Show top of dam/wall elevation and weir invert.
- ( ) Show Min. F.F.E. one (1) foot above top of dam/wall elevation for lots with detention facility.
- ( ) Show detention access easement 15 ft. in width to detention facility. If combining access easement in a drainage easement, add 10 ft. to the required D.E. width and label as "AE & DE".
- ( ) Show/label 10 ft. D.E. & A.E. around detention facility.
- ( ) A drainage easement for Water Quality features/systems is required to be shown on the final plat.
- ( ) Show 4 ft. high fence around detention facility if difference between the elevation of the weir invert and 100 year HW elevation exceeds 4 ft. Show/Label 10 ft. access gate location.
- ( ) State location and who is responsible for maintaining retention/detention facility and storm drain system.
- ( ) State on plat whether electric service is underground or above ground.
- ( ) DeKalb County records show ownership in\_\_\_\_\_.

Provide deed out of this owner and into \_\_\_\_\_.

- ( ) If the owner of the property being platted is a Limited Liability Corporation or Limited Partnership, we will require **prior to plat recording** the resolution or partnership papers revealing authority of the individual signing for the Corporation. This is a request of the Purchasing Dept. to verify contract compliance.
- ( ) Provide compaction certification by a registered professional engineer for each lot having a fill depth of two (2) feet or greater between road right-of way and rear building line. **Plat will not be recorded without this document.**

If there are no lots shown on the final plat requiring compaction certification, you must state so in a note on the plat.

- ( ) Complete, execute and return **Infrastructure Quantities Form** attached. **Two signatures are required. Plat will not be recorded without this document.**
- ( ) Execute and return **Water & Sewer Availability Acknowledgement** attached. Also show it on the Plat. Two signatures are required. **Plat will not be recorded without this document.**
- ( ) Provide **Paid Labor Bill** for water main installation. This certification must be signed and notarized on contractor's letterhead and should include dollar amount and project name. The following wording must be used: "This is to certify that \$\_\_\_\_\_ (-----Dollars) has been paid in full for the water main installation in -----S/D. **Plat will not be recorded without this document.**
- ( ) Complete the attached Disclosure statement for residential subdivision as required per DeKalb County development ordinance chapter 14, Section 14-135. **Plat will not be recorded without this document.**
- ( ) Provide **Covenants** to be recorded with plat or provide copy of recorded Covenants if Condition of Zoning require formation of mandatory Homeowners Association. **Plat will not be recorded without this document.**
- ( ) **Recording fee** for final plat is \$\_\_\_\_\_. Recording fee for covenants is **\$10.00** for first page and **\$2.00** per page thereafter. Separate checks Payable to "DeKalb County" are required for each.
- ( ) A **Maintenance/ Performance** bond will be required on this project. The amount of the bond will be determined later. The bond must be submitted directly to the Development Dept., Land Development Review Division. Do not submit the bond to our field inspectors. Please advise your client.

- ( ) Contact the DeKalb County Sanitation Department at 404-294-2977, regarding trash pick-up on private streets.

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Web Address <http://www.dekalbcountyga.gov/planning>  
Email Address: [plandev@dekalbcountyga.gov](mailto:plandev@dekalbcountyga.gov)

- ( ) State who owns and is responsible for maintaining common areas.
- ( ) Label all common areas and show area of each.
- ( ) Use attached Owner's and Surveyor's Acknowledgement.
- ( ) Provide water & sewer as-built drawings. 4 copies are required separate from storm drain as-builts. Show length of stub outs, deflection angles at manholes on sewer as-builts. Reference water valves to two fixed objects on water as-builts. Contact DeKalb County Department of Watershed Management at 770-621-7200 for more specific information regarding as-builts.
- ( ) Show water main(s). Show size and type of material. Show all water valves and fire hydrants. Show connection to existing water main. Show long-side water services, including wyes.
- ( ) Label water mains and valves existing prior to subdivision or platting of the property as 'Existing'. This will facilitate accurate computation of the Maintenance Bond required for recording.
- ( ) Show/Label all sanitary sewer easements for sewer not in County R/W.
- ( ) Show connection to existing sanitary sewer/sanitary sewer manhole.
- ( ) Label sanitary sewer mains & sanitary sewer manholes existing prior to the subdivision or platting of the property as "existing". This will facilitate accurate computation of the Maintenance Bond required for plat recording.
- ( ) Show sanitary sewer service laterals to each lot. Show 10 ft. private S.S.E. where laterals cross property lines.
- ( ) Show deed book and page number where off-site easements are recorded.
- ( ) Show and label front, side and rear building set back lines.
- ( ) Exclude building lines from easements, flood plain, retention/detention pond area, open space, 25 ft & 75 ft stream buffer, streets, etc.
- ( ) Show name, address and phone number of developer on plat.
- ( ) Show name, address and phone number of owner on plat.

- ( ) Show two (2) monuments on boundary of project. Show type of material. Monument can be IPF or IPS. The word "Monument" is mandatory.
- ( ) Show maximum height of structure \_\_\_\_\_ feet.
- ( ) Show maximum lot area coverage \_\_\_\_\_ %.
- ( ) Show 25' & 75' tributary buffer from wresting point of the bank.
- ( ) Show number of lots platted (recorded) in all previous units, including this unit. Show Unit Density for this unit and Overall Density.
- ( ) State restriction for working in the \_\_\_\_\_ easement or right-of way.
- ( ) This project is located in the Airport Hazard Zone of the Peachtree DeKalb Airport. List all hazard conditions and restrictions specific to this project on the plat.
- ( ) **ALL SIGNATURES MUST BE IN BLACK INK ON ORIGINAL FINAL PLAT MYLAR & THE DATE IN BLACK INK UNDER THE SIGNATURE.**
- ( ) Land Surveyor must sign seal on each sheet of plat. Original signature on mylar.
- ( ) Professional Engineer must sign seal on each sheet of plat. Original signature on mylar.
- ( ) Add signature block for \_\_\_\_\_.
- ( ) Notary seal and expiration date must be clearly affixed or imprinted on plat.
- ( ) Corporate seal must be clearly affixed or imprinted on plat.
- ( ) Show DCR # \_\_\_\_\_ on each sheet of the plat.
- ( ) A revision to the adjoining subdivision's final plat is required prior to or concurrent with the recording of this plat.

**ADD THE FOLLOWING NOTES ( X ) TO THE FINAL PLAT:**

- ( ) No work in right-of-way, including paved surfaces, permitted without written authorization from DeKalb County Public works Department.
- ( ) DeKalb County shall be responsible solely for the \_\_\_\_ inch sanitary sewer, the 6 inch sewer service lateral pipe up to the clean-out, and the \_\_\_\_ inch water main.

- ( ) A 10' landscape buffer exists on all double frontage lots. External lots shall have the buffer on the external street frontage. Internal lots' buffer shall be on the street(s) which is/are not the primary access street(s) or the street to the rear of the house.
- ( ) For homes located below the street, a sewer relief valve is required on clean-out outside each building and below the lowest floor elevation. A backflow check valve is required between clean-out and the structure.
- ( ) A Foundation Location Certificate must be submitted to DeKalb County prior to footing inspection for the following lots. All easements, buffers, and flood limits on these lots must be clearly identified on site at the time of footing inspection.  
Lots: \_\_\_\_\_  
\_\_\_\_\_
- ( ) Vehicular access is prohibited from individual lots to \_\_\_\_\_.  
(limited access symbol: -/-/-)
- ( ) A 10 ft. drainage easement exists between all lots and along the perimeter boundary lines of the subdivision except where shown otherwise.
- ( ) Subsequent builders and developers of individual lots shall make provisions to conduct lot generated surface waters to the drainage facilities provided by the developer without unauthorized discharge onto adjacent properties.
- ( ) Easements for storm drains and sanitary sewer lines shall be centered on the pipes.
- ( ) All buildings located adjacent to the Intermediate regional Floodplain shall be constructed so that all portions of the structure, including the basement floor or crawl areas, shall be not less than three feet above the Intermediate Regional Flood elevations.
- ( ) An As-Built Elevation Certificate is required prior to framing on the following lots: \_\_\_\_\_  
\_\_\_\_\_
- ( ) An easement shall exist which includes the flood plain plus five feet.
- ( ) Waters of the United States, including the lakes and adjacent wetlands, shown on the plat are under the jurisdiction of the Army Corps of Engineers. Lot owners are subject to penalty by law for disturbance to these wetland areas without proper authorization.
- ( ) Individual residential builders, in a subdivision where a Notice of Intent (NOI) is required to comply with Federal National Pollutant Discharge Elimination System (NPDES) regulations, must also file a NOI and a Notice of Termination (NOT) with the Georgia Dept. of Natural Resources, Environmental Protection Division (EPD). A Storm Water Pollution Prevention Plan must be developed and

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Implemented.

- ( ) Site plan required on lots \_\_\_\_\_.
- ( ) The Owner/Developer is responsible for providing long side and short side water service lines extended past or outside the sidewalk.
- ( ) DeKalb County Sanitation Department is not responsible for trash pick-up on private streets.
- ( ) Future improvements by the D.O.T. on \_\_\_\_\_ may include a centerline median.
- ( ) The following lots contain fill depth of two (2) feet or greater between the road right-of-way and rear building line and have received fill during the development stage. These lots require compaction certification sealed by a registered professional geotechnical engineer to be submitted prior to final plat recording  
Lots: **(engineer to determine which lots apply and list them in this note).**
- ( ) Lots that will require fill depth of two (2) feet or greater between the road right-of-way and rear building line at the time of future lot grading will require a compaction certification sealed by a registered professional geotechnical engineer to be submitted at the time of building permits application.
- ( ) No lots shown on the plat received fill depth of two (2) feet or greater between the road right-of-way and rear building line during the development stage.  
**(If applicable to this project, show this note)**
- ( ) Inert landfills or the burying of construction debris, tree stumps and tops or any other refuse is prohibited except in M-2 Industrial District per land Development Ordinance Chapter 14, Article II, Section 14-37 (b) (6).
- ( ) I certify that this project meets the DeKalb County Stormwater Quality requirements per the Development Ordinance Section 14-42.

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**(engineer must sign on this line)**

- ( ) Please provide digitized final plat (if available) on a compact disc (c.d.). IBM compatible Autocad or Microstation (.dgn) platform preferred.



## **SURVEYOR'S AND OWNER'S ACKNOWLEDGEMENT**

### **(1) Surveyor's acknowledgement.**

In my opinion, this plat, drawn by me or under my supervision, was made from an actual survey, and is a correct representation of the land platted and has been prepared in conformity with the minimum standards and requirements of law.

\_\_\_\_\_ R.L.S. No. \_\_\_\_\_

### **(2) Owner's acknowledgement.**

I, (print owner's name here per deed), the owner of the land shown on this plat and whose name is subscribed hereto, acknowledges that this plat was made from an actual survey, and for value received the sufficiency of which is hereby acknowledged, do hereby convey all streets and rights-of-way, water mains and sewer lines shown hereon in fee simple to DeKalb County, and further dedicate to the use of the public forever all alleys, parks, watercourses, drains, easements and public places hereon shown for the purposes and considerations herein expressed. In consideration of the approval of this development plan and other valuable considerations, the owner further releases and holds harmless DeKalb County from any and all claims, damages or demands arising on account of the design, construction and maintenance of the property shown hereon; on account of the roads, fills, embankments, ditches, cross-drains, culverts, water mains, sewer lines, and bridges within the proposed rights-of-way and easements shown; and on account of backwater, the collection and discharge of surface water, or the changing of courses of streams.

And further the owner warrants that he owns fee simple title to the property shown hereon and agrees that DeKalb County shall not be liable to him/her, his/her heirs, successors or assigns for any claims or damages resulting from the construction or maintenance of cross-drain extensions, drives, structures, streets, culverts, curbs or sidewalks, the changing of courses of streams and rivers, flooding from natural creeks and rivers, surface waters and any other matter whatsoever. I further warrant that I have the right to sell and convey the land according to this plat and do hereby bind myself and owners subsequent in title to defend by virtue of these present.

In witness whereof, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

_____	(Print owner's name here per deed)
Witness (Print name under signature)	Owner (corporate seal)

_____	By: (Sign on this line)
Notary Public (Notary Public to put seal)	(print name and title under signature)

Attest: (sign on this line)  
\_\_\_\_\_  
(print name of corp. sec. Under signature)  
Corporate Secretary

## **SURVEYOR'S AND OWNERS' ACKNOWLEDGEMENTS**

### **(1) Surveyor's acknowledgement.**

In my opinion, this plat, drawn by me or under my supervision, was made from actual survey, and is a correct representation of the land platted and has been prepared in conformity with the minimum standards and requirements of law.

\_\_\_\_\_ R.L.S. No. \_\_\_\_\_

### **(2) Owner's acknowledgement.**

I, (print owner's name here per deed), the owner of the land shown on this plat and whose name is subscribed hereto, acknowledges that this plat was made from an actual survey, and for value received the sufficiency of which is hereby acknowledged, do hereby confirm that the street and storm water facilities shown hereon shall be privately owned and maintained. The water mains and sanitary sewer lines in appropriate easements are hereby dedicated in fee simple forever to DeKalb County. In consideration of the approval for this development plan and other valuable considerations, the owner further releases and holds harmless DeKalb County from any and all claims, damages or demands arising on account of the design, construction and maintenance of the property shown hereon; on account of the roads, fills, embankments, ditches, cross-drains culverts, water mains, sewer lines, and bridges within the proposed rights-of-way and easements shown; and on account of backwater, the collection and discharge of surface water, or the changing of courses of streams.

And further the owner warrants that he owns fee simple title to the property shown hereon and agrees that DeKalb County shall not be liable to him/her, his/her heirs, successors or assigns for any claims or damages resulting from the construction or maintenance of cross-drain extensions, drives, structures, streets, culverts, curbs or sidewalks, the changing of courses of streams and rivers, flooding from natural creeks and rivers, surface waters and any other matter whatsoever. I further warrant that I have the right to sell and convey the land according to this plat and do hereby bind myself and owners subsequent in title to defend by virtue of these present.

In witness whereof, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

_____	<u>(Print owner's name here per deed)</u>
Witness (Print name under signature)	Owner (corporate seal)

_____	<u>By: (Sign on this line)</u>
Notary Public (Notary Public to put seal)	(Print name and title under signature)

Attest: (Sign on this line)  
(Print name of Corp. Sec.)  
Corporate Secretary

This plat has been reviewed by the Environmental Health Division of the DeKalb Board of Health, found to be in compliance with state and county sewage disposal regulations, and is approved subject to conditions on the plat certification sheet.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

---

**Director, Division of Environmental Health**

**(The above is for subdivisions on septic tank lots only).**

I certify that the developer has complied with the potable water requirements and the sanitary sewer requirements of the County.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

---

**Director  
Department of Watershed Management**

I certify that this plat has been approved by all affected departments and complies with all zoning, environmental and subdivision requirements.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

---

**Director of Public Works**

This is to certify that this final plat complies with all County Zoning, Environmental, and Subdivision Ordinances and Regulations and all applicable state and federal laws.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

---

**Director, Development Department**

This is to certify that this final plat complies with all County Zoning, Environmental, and Subdivision Ordinances and Regulations and all applicable state and federal laws.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

---

**Director, Planning Department**

This plat has been submitted to and accepted by the Chief Executive Officer of DeKalb County, Georgia and has been approved as required by state law and county codes as meeting all conditions precedent to recording in the superior court of this circuit.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

By Direction:

---

**Lee May**  
**Interim Chief Executive Officer**  
**DeKalb County, Georgia**

## **FINAL PLAT RECORDING**

### **PLEASE ADVISE YOUR CLIENT:**

- 1) **The final plat** must comply with the Georgia Plat Act and DeKalb County Code and Policy.
- 2) **The recording fee must be paid** and the check endorsed to “DeKalb County”.
- 3) **The maintenance bond** must be submitted directly to the Development Dept.. Do not mail the bond to us. If the maintenance bond is issued through an insurance company, we require a **MAINTENANCE BOND AGREEMENT** accompany the bond. The maintenance bond will not be accepted without the Agreement attached.
- 4) **Requirements of Dept. of Watershed Management Dept. must be met.** Questions regarding plat status of Dept. of Watershed Management issues must be addressed directly to them @ 770-621-7200.
- 5) **Water & Sewer As-Built Plans and Profiles must be submitted** to the Development Dept. for rotating to Dept. of Watershed Management . Status of the W & S As-Built review or acceptance must be addressed directly to them @ 770-621-7200.
- 6) **Storm Drain As-Built Plans and Profiles must be submitted** to Development Dept. for review. They must be submitted separate from the Water & Sewer As-Built Plans and Profiles.
- 7) **The Water & Sewer Availability Acknowledgement must be submitted.** Two signatures are required as stated on the form and also must be shown on the plat.
- 8) **Corporate documents must be submitted** if requested on sheet #4 of the final plat review list. Documents are: 1) Article Of Organization 2) Operating Agreement
- 9) **Warranty deeds proving ownership must be submitted** if requested on sheet #3 of the final plat Review list.
- 10) **Development Inspector and Environmental Inspector must provide written approval for final plat** recording. It is important for your clients to communicate with the inspectors to determine field deficiencies that needs to be addressed. One written request will be made by this office to the inspector for the approval required to record the plat. After that **it is ultimately the responsibility of your client to ensure the inspectors provide this written approval of plat recording. Contact the Following: CHIEF DEVELOPMENT INSPECTOR: 404-371-2117**

**ENVIRONMENTAL INSPECTOR (Greg Hubbard): 404-371-2365**

***This is an item that frequently prevents the final plat from being recorded.***

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Email Address: [plandev@dekalbcountyga.gov](mailto:plandev@dekalbcountyga.gov)

- 11) **Compaction Certification by a professional engineer must be submitted** for each lot receiving two (2) feet of fill or greater between road right-of-way and rear building line during the development process.
- 12) **Infrastructure Quantity Form must be completed, signed and returned.** Two signatures are required as stated on the form.
- 13) **Covenants must be provided** if Conditions of zoning require a Mandatory Homeowner Association be formed.
- 14) **Paid Labor bill for water main installation must be provided.** It must be on contractor's letterhead and must include the word *water main installation*, dollar amount, and the S/D name, and be notarized.

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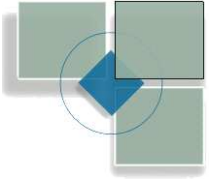
*This information is provided to you so that you may inform your client of current DeKalb County policy regarding the Final Plat recording process. This office will make every effort to assist you and your client in your effort to record your plat, however providing the above and keeping informed of the status of your plat with the appropriate departments and inspectors are your responsibility and that of your client.*

Your cooperation is appreciated.



## DeKalb County Department of Planning & Sustainability

Lee May  
Interim Chief Executive Officer



### Disclosure Statements for Residential Subdivisions and Multi-phase Residential Developments

#### **PLEASE READ THE INSTRUCTIONS FOR DISCLOSURE STATEMENTS FOR RESIDENTIAL SUBDIVISIONS AND MULTI-PHASE RESIDENTIAL DEVELOPMENT**

In compliance with Code of DeKalb County, Section 14-135<sup>1</sup>, any applicant for a final plat who intends to make written or oral representations to potential purchasers of homes in any residential subdivision and any multi-phase residential development must submit for review a notarized disclosure statement, sworn to by the applicant under penalty of perjury. Any disclosure statement submitted in compliance with Section 14-135 must address the matters listed in the attached blank sample disclosure statement and include the notarized statement by the applicant developer or its agent as set forth in the sample form.

**Please note that the information on the disclosure statement shall be made available to members of the public by the planning director.**

If the applicant does not intend to make any representations or commitments with respect to the amenities to be provided or with respect to the development of the additional homes in the subdivision or subsequent phases of residential development, then such applicant will be required to submit a disclosure statement attesting to those facts.

After the required disclosure statement has been submitted, the planning director shall examine the information provided and determine whether the information submitted is consistent with the final plat and the planning director shall approve the disclosure statement in writing within thirty-five (35) days of submission of the statement. If it appears to the planning director that a disclosure statement is incomplete or fraudulent, the planning director shall disapprove the disclosure statement and notify the applicant for the final plat in writing within fourteen (14) days after the initial submission of the statement. Such notification shall serve to suspend the review of the final plat by any county employee or official until the applicant files such additional information as the planning director shall require. **No final plat may be certified by the planning director until such time as the planning director approves the applicant's disclosure statement.**

If at any time after approval of the disclosure statement the planning director becomes aware that the disclosure statement contains false or misleading information, or that the applicant

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<sup>1</sup> The full text of section 14-135 is available at [www.municode.com](http://www.municode.com)

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is developing in a manner inconsistent with the approved disclosure statement, the planning director shall disapprove the disclosure statement and notify the applicant in writing that the disclosure statement has been disapproved.

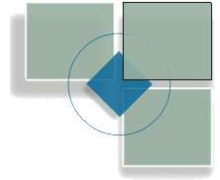
After the recording of the final plat for a residential subdivision and after the filing for each final plat for each phase of a multi-phase residential development, the approved disclosure statement on file with the county shall be provided by any seller to potential purchasers at the execution of the purchase and sales contract or if no such contract is executed, the approved disclosure statement shall be given to the purchaser ten (10) days prior to the real estate closing.

It shall be unlawful for any person to sell property in a residential subdivision or a multi-phase residential development without providing a potential purchaser with a copy of an approved disclosure statement as required by Section 14-135 of the DeKalb County Code. It shall be unlawful for any person to provide the planning director with false or misleading information in an approved disclosure statement as required by Section 14-135 of the DeKalb County Code. Any person, firm or corporation convicted of violating this section shall be subject to fine and/or imprisonment in accordance with Section 1-10 of the DeKalb County Code of Ordinance.



## DeKalb County Department of Planning & Sustainability

Lee May  
Interim Chief Executive Officer



### **Disclosure Statement for Residential Subdivisions and Multi-phase Residential Developments (No representations).**

**Subdivision Name:**

**Developer's name and address:**

Check whichever applies:

- ☐ Sole Proprietor
- ☐ Partnership
- ☐ Corporation
- ☐ Limited Liability Company (LLC)
- ☐ Attach corporate seal if applicable)

\_\_\_\_\_ [Insert name of developer] does not intend to make any representations or commitments to prospective purchases regarding any future development within the subdivision or any future phases of the residential development regarding any of the following: (1) the amenities to be provided e.g. swimming pool, play area or tennis courts, (2) the architectural style, materials, landscaping and type of construction material to be used, (3) the size of lots, (4) the sizes of homes, (5) the date of completion of the subdivision or any phase of the residential development, (6) any restrictions, easements or covenants, (7) mandatory membership of any homeowners association or (8) any terms or conditions under which the applicant proposes to dispose of homes or lots in the subdivision or subsequent phases of a residential development including, but not limited to, the range of sales prices of any lots or homes to be developed in.

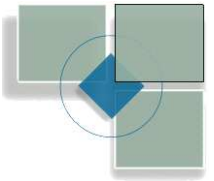
**[For Official Use Only: Date of Approval:**

**Signature of Planning Director or designee:\_\_\_\_\_]**



## DeKalb County Department of Planning & Sustainability

Lee May  
Interim Chief Executive Officer



### Disclosure Statement for Residential Subdivisions and Multi-phase Residential Developments

**Subdivision Name:**

**Date of disclosure statement:**

**Developer's name and address:**

Check whichever applies:

- ☐ Sole Proprietor
- ☐ Partnership
- ☐ Corporation
- ☐ Limited Liability Company (LLC)
- ☐ Attach corporate seal if applicable)

1. Estimated date of completion of the entire residential subdivision;
2. Average size of homes to be constructed in the subdivision;
3. Specified style of architecture, landscaping, and types of construction materials to be used (i.e. brick, stone, stucco, pressboard, etc.);
4. Average size of lots within the subdivision;
5. List of amenities within the subdivision including, but not limited to, a clubhouse, tennis courts or swimming pool;
6. Statement of the general terms and conditions at which the applicant proposes to dispose of the lots and/or homes in the residential subdivision;
7. Copies of all forms of conveyance to be used in selling lots to potential purchasers;
8. Statement of all deed restrictions, easements and covenants applicable to the residential subdivision;

9. Copies of instruments creating any deed restrictions, easements and covenants applicable to the residential subdivision;
10. Statement regarding whether there will be a mandatory membership in any homeowners association and, if so, a copy of the budget for the association for its first year of operation including the estimated amount of the first year's assessments and the estimated amount of revenue to be subsidized by the developer; and
11. Explanation of the timing and method of transfer of control of the association to the homeowners where there is a mandatory membership in the homeowner's association governing the residential subdivision.

**OR**

**With respect to the first phase and subsequent phases of a multi-phase residential development, provide the following information:**

1. Estimated date of completion of each phase of a multi-phase residential development and estimated date of completion of all phases of the development:
2. Average size of homes to be constructed in the future phases of the development:
3. Specified type of architecture, landscaping, and types of construction materials to be used (i.e. brick, stone, stucco, pressboard, etc), and the average size of lots:
4. Statement of any community amenities to be built within the development currently or in the future including, but not limited to, a clubhouse, tennis courts or swimming pools the applicant is committed to constructing in future phases:
5. Statement of the general terms and conditions at which the applicant proposes to dispose of the lots and/or homes in the future phases of the development:

**[For Official Use Only: Date of Approval:**

**Signature of Planning Director or designee:\_\_\_\_\_]**

DEVELOPER'S CERTIFICATION OF DISCLOSURE STATEMENT

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ *[insert name(s) of signer(s)]*, being duly  
by sworn by the undersigned notary public, am the \_\_\_\_\_ *[insert  
title, such as agent, proprietor, general or limited partner, president, or member(s)]* of  
\_\_\_\_\_ *[insert name of business]*, and hereby certify that the  
attached disclosure statement, required by Code of DeKalb County, Section 14-135, is a true and  
accurate disclosure by \_\_\_\_\_ *[insert name of business]*  
and that it is signed by me on behalf of \_\_\_\_\_ *[name of business]*  
by the authority of its \_\_\_\_\_ *[for partnerships,  
corporations, or LLCs, add one of the following respective descriptions: partners, board of  
directors, chief executive officer, chief operations officer, president or members]*.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*[Insert full name and address of developer, specifically, the name of any sole proprietorship,  
partnership, corporation or LLC and name(s) and phone and facsimile numbers of signer(s)]*

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the day and  
year last above written.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_